

Town of Newington



**Request for Proposals
for
Enterprise Door Access Control System**

RFP No. 4, 2012-13

**Proposals are due no later than: 2:30 PM on
January 11, 2013**

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1.0 Legal Notice

Request for Proposals

The Town of Newington is requesting proposals for an Enterprise Door Access Control System for select town facilities, which will allow the Town to expand the system to other town facilities as funding becomes available, and to install an Enterprise, Town-Wide capable S2 door access system. All proposals must be submitted in accordance with Town requirements, as set forth in the Request for Proposals documents, which are available in the Office of the Town Manager, 131 Cedar Street, Newington, CT 06111 and on line at the Town's website, www.newingtonct.gov under Doing Business, Bid Opportunities. Proposals will be received until 2:30 P.M. on January 11, 2013 in the Office of the Town Manager. The Town of Newington reserves the right to reject any or all proposals.

John L. Salomone
Town Manager

RFP No. 4, 2012-13

2.0 Overview & Background

The purpose of this Request for Proposal (RFP) is to solicit competitive sealed proposals for an Enterprise Door Access Control System for select town facilities, which will allow the Town to expand the system to other town facilities as funding becomes available, and to install an Enterprise, Town-Wide capable S2 door access system. The Town is seeking to redefine for current and future Town installations the type, minimum quality, capabilities and installation requirements of the security system so the overall system is consistent throughout (Fire Facilities, Police Facilities, Town Facilities and Board of Education Facilities), can be operated by training staff on one system, have a centralized access control database that can be partitioned for multi-tenants and have a single multi-vendor contract available to install, service and maintain the system. The core system, controllers and database will be housed within one of the Town's data centers. Communication between controllers and remote nodes/ equipment will take place through the Town's existing site to site private networks.

The Town is seeking a proposed system that shall provide the ability to create custom reports, send email/ SMS alerts based upon selected criteria, display real time event recording and show location of active alarms via a graphical floor plan.

The Town does not currently use a keyless door access system but is desirous of installing keyless door access within certain Town buildings and other locations in the future. The Police Department currently uses a non-supported Intelli-M Supervisor Plus Door Access system and the Fire Department uses an obsolete door access system from Schlage.

The Newington Board of Education (BOE) currently uses an S2 System Door Access system at all school locations, including the Transportation Garage and Field House. The system has been configured to allow public safety personnel (fire & police) access to BOE during emergencies using keyless entry.

Both the Town and Board of Education use a Milestone XProtect Enterprise Video Management System. The Town and BOE XProtect systems have been integrated to allow public safety access to cameras in the event of police or fire emergencies. The Milestone XProtect system and S2 Door Access Control system have the ability to integrate via application programming interfaces (API).

The Fire Department, Police Department and Town are desirous of purchasing an S2 Enterprise system that will allow for management via current web browsers (IE9 or higher, Chrome 17 or higher, Safari, Firefox 14 or higher) and allows re-use of the Police Department's current readers and key fobs, integration with the Police Department's current system as well as the Board of Education's S2 system to enhance overall building security and public safety for police and fire operations.

The proposed system shall be capable of working with the Town's network environment which consists of a Windows 2008 R2 Active Directory network based primarily on Windows Server 2008 R2 servers, Windows Remote Desktop Server/ Terminal Server and Citrix XenApp technologies.

Proposals shall include a detailed breakdown of costs by quantity, hardware, software, materials and labor. Lump sum pricing is **NOT** to be submitted. A detailed break down of all items will allow Town to sub-contract some of the work to vendors that have existing contracts with the State of Connecticut, Capitol Region of Council of Governments or offer lower pricing for certain line items.

3.0 General Terms & Conditions

3.1 Definitions

As used in this RFP, the following terms shall have the meanings set forth below:

Construction Services: Means all labor, services, and materials provided in connection with the construction, alteration, repair, demolition, reconstruction, or any other improvements to real property.

Contract: The document resulting from this solicitation between the Town and the awarded Respondent, including this RFP, and the awarded Respondent's response along with any written addenda and other written documents, which are expressly incorporated by reference.

Contractor: That person or entity, including employees, servants, partners, principals, agents and assignees of the person or entity that has submitted a bid or proposal for the purpose of obtaining business with the Town to provide the product and/or services set forth herein.

Contract Administrator: The Town Manager or his designee shall serve as Contract Administrator. The Contract Administrator shall be responsible for addressing any concerns within the scope of the Contract. Any changes to the resulting Contract shall be done in writing and authorized by the Town Manager.

Town: The word Town refers to the Town of Newington, Connecticut.

Town Project Manager(s): The Project Manager(s) have responsibility for the day to day administration of the resulting Contract for the Town and will be designated prior to award of Contract.

Critical Problem: A problem that prevents the software from operating in a production environment and/or affects the integrity of the data and for which no workarounds exist which would enable the software to be used in a production environment and ensure data integrity.

Day: The word "day" means each calendar day or accumulation of calendar days.

Documentation: The organized collection of information that describes the structure, purpose, operation, maintenance, and data requirements for the functionality specified for the software, hardware, operating system, database, and services in Statement of Work.

Final Project Acceptance: The date upon which all Deliverables of the Statement of Work have been accepted by the Town.

Hardware: Physical equipment with a purpose to facilitate electronic functions, store data, display data, process computer instructions, and direct communications.

Hardware & Software Warranty: A warranty provided by the Contractor covering the Hardware and Software provided by Contractor, (including its subcontractors), and the Hardware specified by Contractor and provided by the Town for the proposed system, ensuring that all of the aforementioned shall perform in accordance with all system and application specifications in the Statement of Work for the period of five (5) years from the date of Final Project acceptance such that no other Hardware or Software is required to be purchased or installed by the Town to achieve or maintain such functionality so long as the applicable applications are continuously under maintenance.

Initial Term: Term of the negotiated Contract. The preference is a minimum of five (5) years excluding renewals.

Integration: The state of connecting multiple systems with the intent of sharing or transferring data.

Interface: A boundary across which two independent systems meet and act on or communicate with each other.

Module: A component of a system.

Non-critical Problem: A Problem that does not materially affect the operation of the software or the integrity of the data in a production environment.

Other Software: Third party software recommended by the Respondent that supplements or interoperates with the Respondent's system (software or hardware) so that the entire system provided by the Respondent operates within the functional specifications and requirements of the Statement of Work.

Person or Persons: An individual, firm, partnership, corporation, association, executor, administrator, trustee or other legal entity, whether singular or plural, masculine or feminine, as the context may require.

Plug-in: Plug-in is a computer program that interacts with a web browser to provide a certain, usually very specific, function "on demand."

Release: All modifications to the software including new functionality, bug fixes, patches, and service pack releases.

Respondent: That person or entity, including employees, servants, partners, principals, agents and assignees of the person or entity that submits a proposal for the purpose of obtaining a Contract with the Town for the provision of the services requested in the RFP.

Respondent's Project Manager: The Project Manager has responsibility for administering this Contract for the Respondent and will be designated prior to execution of the Contract.

Software: The programs, routines, languages, and/or operating systems that shall provide the functionality specified in the Statement of Work.

Specification: Technical and/or functional details that provide information on how a requirement shall be addressed by or within a proposed system.

Statement of Work (SOW): The term Statement of Work means the work to be performed by the Respondent (as Contractor) as stated in the Respondent's response documents to this RFP and a final negotiated Contract, including all Exhibits, Attachments, Specifications, and materials referenced within the Statement of Work.

Testing Process: Process of examination or trial to prove the item meets the functional Specifications and Final Project Acceptance criteria.

Turnkey Solution: A complete vendor provided solution that is supplied, installed, and purchased in a condition ready for immediate use, occupation, or operation within a specified time frame.

Web Based: Web based is access to the proposed solution with browsers from Microsoft Internet Explorer 9 or higher, Google Chrome 17 or higher, Firefox 14 or higher, current version of Apple Safari or higher with no client software, other than Plug-ins.

3.2 General Requirements

- A. Respondents shall be able to provide the Town with a certificate of insurance satisfying the coverage limits and requirements set forth below. The Town reserves the right to waive informalities or to reject any or all proposals when such action is deemed to be in the best interests of the Town. The Town reserves the right to delete such items as it deems necessary from these proposals. All exceptions of the respondent to the terms and specifications of this RFP shall be made in writing and submitted in full with the proposal. For all other terms and specifications, submission of a proposal constitutes acceptance by the respondent. The Town reserves the sole right to reject proposals that contain exceptions which are unacceptable. In order to provide the requested services to the Town, the respondent must be able to demonstrate the expertise and flexibility necessary to successfully complete this work. Services shall only be provided after written authorization is received from the Town. The Town reserves the right to utilize some, all or none of the various services identified in this RFP. All services performed shall be completed to the satisfaction of the Town Manager. The Town reserves the right to terminate any agreement upon ten (10) calendar days' written notice of failure by the respondent to provide service to the satisfaction of the Town Manager. All responses received are subject to the State of Connecticut Freedom of Information requirements.

B. **NONDISCRIMINATION**

The Contractor shall agree and warrant that it will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental disability, physical disability, or other basis in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town of Newington.

C. HOLD HARMLESS

The Contractor agrees to indemnify, defend and hold harmless the Town of Newington and its respective officers, employees, agents and/or servants against all demands, claims, actions or causes of actions, losses, damages, liabilities, costs and expenses, including without limitation, interest, penalties, court costs and reasonable attorney's fees, asserted against, resultant to, imposed upon or incurred by the Town of Newington resulting from or arising out of:

1. Any breach by the Contractor of the terms of the specifications, or
2. Any injuries (including death) sustained by or alleged to have been sustained by the officers, employees, agents and/or servants of the town of Newington or the Contractor or subcontractors or material men, or
3. Any injuries (including death) sustained by or alleged to have been sustained by any member of the public or otherwise any or all persons, or
4. Any damage to property, real or personal, (including property of the Town of Newington or its respective officers, agents and servants)

caused in whole or in part by the acts or omissions of the Contractor any subcontractor or any material men or anyone directly or indirectly employed by them while engaged in the performance of any work for the Town of Newington.

D. INSURANCE

The successful respondent shall furnish a certificate of insurance to the Town Manager for the following insurance coverage within ten (10) days from notice of award. All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut and that has a current A.M. Best's rating of A-(VIII) or better. Insurance coverage shall remain in full force for the duration of the award/contract term including any and all extensions. All insurance, except for Professional Liability Insurance, shall be carried on an occurrence basis. Such certificate of insurance shall specify that the Town of Newington will receive thirty (30) days notice of any cancellation, non-renewal or reduction in coverage and limits originally provided.

1. Commercial General Liability including Premises-Operations, Independent Contractors, Blanket Contractual, Products and Completed Operations:

\$1,000,000 Each Occurrence
\$2,000,000 Aggregate

Combined Single Limit for personal injury or property damage or both combined.
Such policy shall name the Town as additional insured.

2. Comprehensive Automobile Liability covering owned, non-owned, hired or leased vehicles.
\$1,000,000 Each Accident

Combined Single Limit for bodily injury or property damage or both combined.

3. Workers Compensation Insurance in accordance with Connecticut State Statutes.

Employers Liability Limit - \$100,000 per accident
- \$100,000 for disease per employee
- \$500,000 for each disease/policy limit.

4.0 Building Access Control System

Each response shall propose an S2 Enterprise Based Door Access Control System by S2 Security Corporation, One Speen Street, Framingham, MA 01701, telephone 508-663-2500, web site <http://s2sys.com/>

5.0 Scope of Work

Purchase and installation of an Enterprise S2 Door Access Control System in one of the Town's data centers located at 131 Cedar Street and deployed at Phase I locations. At a minimum, the system shall allow the creation of a root/ admin account, allow the creation of departmental administrators that can add/ remove door access within their departments and not impact other departments, support Per Facility Security, Group Security, Role Based Security, Over-rides (public safety, temporary unlocks) and continue to operate if node/ controller or controller/ node communications is interrupted by a network outage. The system shall be capable of communicating to remote buildings/ nodes via the Town's existing virtual private network (VPN).

6.0 Phase I Locations

- 6.1 Town of Newington Data Center(s) 131 Cedar Street
- 6.2 Newington Volunteer Fire Department Headquarters 1485 Main Street
- 6.3 Newington Volunteer Fire Department – Company 1 1485 Main Street
- 6.4 Newington Volunteer Fire Department – Company 2 190 Richard Street
- 6.5 Newington Volunteer Fire Department – Company 3 255 West Hill Road
- 6.6 Newington Volunteer Fire Department – Company 4 85 Fifth Street
- 6.7 Newington Volunteer Fire Department – Company 5 617 Maple Hill Avenue

7.0 Format Proposal

- A. All responses to this RFP must conform to the specific instructions in this RFP. Failure to conform may be considered appropriate cause for rejection of responses.
- B. The respondent's proposal should include a cover letter identifying the individual(s) having authority to negotiate and contractually bind the respondent. The cover letter shall also include the name of the person to be contacted both during the period of evaluation of proposals and for prompt contract administration upon award of the contract. This information is to include name, title, address, email address, fax and telephone numbers.
- C. To allow the Town of Newington to evaluate the respondent's proposal the respondent shall submit the following documentation:
 - 1. Specifications of proposed system and equipment
 - 2. Warranties included in proposal

3. Sales brochures or other material that may help the Town of Newington to evaluate the proposal
 4. A Price Proposal format which breaks down the various cost elements by hardware, software, materials and labor. Lump sum pricing is NOT acceptable. Upgrades and/ or options should be clearly labeled as such and separated from system base pricing. The respondent shall identify the period of time for which the pricing is valid, and how subsequent price changes shall be determined.
- D. To allow the Town of Newington to evaluate the respondent's background and professional expertise and to determine if the respondent's proposed approach will satisfy the Town of Newington's needs, the respondents shall submit the following:
1. Description of any exceptions taken to this RFP. If any proposal involves any exception from the stated requirements and specifications, they must be clearly noted as exceptions, and attached to the proposal.
 2. Customer references with contact name and telephone number.
 3. All requirements, terms or conditions the respondent may have and is expecting to be included in the contract.
 4. Any additional sales, marketing or technical information that would allow the Town of Newington to evaluate the respondent's ability to satisfy the Town's needs.
 5. List the quantity and names of employees that are certified by S2 to install and service the S2 Enterprise Door Access Control System being proposed.
- E. All firms wishing to be considered for this appointment shall submit four (4) concisely worded replies based on the format and requirements set forth in this request for proposals to the office of the Town Manager, 131 Cedar Street, Newington, CT 06111, before 2:30 p.m., January 11, 2013. All submittals shall be clearly labeled "RFP No. 4, 2012-13, Enterprise Door Access Control System".
- F. All questions regarding this request for proposals shall be directed in writing to Jeff Baron Director of Administrative Services, Town of Newington, 131 Cedar Street, Newington, CT 06111, at jbaron@newingtonct.gov. All questions shall be presented at least four business days prior to the submission deadline to allow for the preparation and distribution of addenda. Any addenda will be posted on the Town's website, www.newingtonct.gov under Doing Business, Bid Opportunities, at least forty eight hours prior to the response deadline. It is the responsibility of each respondent to check this web site for the presence and content of any addenda.

8.0 Criteria for Evaluating Proposals

The Town of Newington shall select the responsible and responsive Proposal which is determined by the Town to be the best suited, most advantageous, and provides the best value to the Town on the basis of the criteria and evaluation factors included in this Request for Proposal. Cost shall be only one factor in the award decision. The Town expressly reserves the right to negotiate with the selected respondent prior to an award of any contract pursuant to this Request for Proposal. The Town, at its sole discretion, shall determine the respondent(s) that best meets its needs. Best value shall be determined by consideration of some or all of the following factors as deemed appropriate by the Town of Newington:

- A. The total competitiveness and reasonableness of the total cost or price, including consideration of the anticipated installation, building modification and system operational costs that are incurred if accepted;
- B. The quality of performance on previous contracts or services to the Town, other municipalities, or other entities.
- C. The ability of the respondent to provide future maintenance and service for the use of product or service.
- D. The degree to which the product meets the specified needs of the Town, including consideration, when appropriate, of the compatibility with and ease of integration with existing products, services, or systems;
- E. The quality, availability, adaptability, and expandability of the use of the product to the particular use required;
- F. The ability, capacity, experience, skill, and judgment of the respondent to perform the contract;
- G. The number, scope, and significance of conditions or exceptions attached or contained in the proposal and the terms of warranties, guarantees, return policies, and insurance provisions.

9.0 Award

The Town reserves the right to award the Contract to the respondent(s) that the Town deems to offer the most responsive and responsible proposal(s), as defined elsewhere in this solicitation. The Town is therefore not bound to accept a proposal based only on lowest price. In addition, the Town has the sole discretion and reserves the right to cancel this RFP, to reject any/all proposals, to waive any/all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications if it is deemed to be in the best interest of the Town to do so. Nothing prohibits the Town from rejecting and re-soliciting when responses exceed budget and the Town must change the solicitation to lower costs. The Town also reserves the right to make multiple awards based on experience and/or qualifications of respondents and to award only a portion of the items and/or services specified, if deemed to be in the Town's best interest.

10.0 Other Agencies

- A. All Respondents awarded Contracts from this solicitation may, upon mutual agreement, permit any municipality or other governmental agency to participate in the Contract under the same prices, terms, and conditions.
- B. It is understood that at no time will any city or municipality or other agency be obligated for placing an order for any other city, municipality, or agency, nor will any city, municipality, or agency be obligated for any bills incurred by any other city, municipality, or agency. Further it is understood that each agency will issue its own purchase order to the awarded Respondent(s).
- C. All agreements, awards, contracts, or purchases by any other governmental entity arising from this Request for Proposals shall be directly between the bidder and the governmental entity, with the Town of Newington assuming no role, responsibility, or liability for the actions or omissions of either party.